Chapter 13 FLIGHT PLANING AND MISSION REPORTING

A. PREPARATION AND REPORTING

1. All flights, for the Coast Guard or for any other purpose, should be planned well in advance. This planning is to include calculations for weight, balance, fuel requirements, weather briefings, required equipment (safety gear for CG flights), route of flight, special notices to airmen, radio frequencies to be used and navigational aides to be used. Alternate fields and emergency landing sites should also be considered. In addition, complete reporting must be accomplished so that accurate information will be retained for any future requirements.

2. Before the mission, the Coast Guard air station you are supporting by flying the mission shall be contacted by landline. The following information shall be provided to them.

   a. PIC

   b. Aircraft tail number

   c. Number of persons on board

   d. Names of crewmembers

   e. Aux. Patrol number and the purpose of the mission (If applicable)

   f. The route of flight

   g. Departure point

   h. Estimated time of Departure

   i. Destination airport and any stops en route

   j. Estimated time of return

   k. Which Coast Guard facility(s) will hold the radio guard

3. Both marine charts and the appropriate sectionals should be on-board. Writing materials, cameras, binoculars, and aides used for identification purposes should be included. It is recommended that you use a equipment checklist so that you do not forget any of your essential equipment.

4. After each flight the pilot needs to file the following forms with the Assistant District Staff Officer (ADSO-AV) for the air station the flight was performed for or with his designated assistant.

a. ANSC 7000 (CG-5132) Coast Guard Auxiliary Patrol Orders.

b. ANSC 7030 U.S. Coast Guard Auxiliary Activity Report – Mission.

c. USCG Auxiliary Flight Log, Appendix B of this document.

d. ANSC 7034 (CG-4612) Auxiliary SAR Incident Report, if an actual SAR mission was flown.

B. FILING FAA FLIGHT PLANS

1. All USCG ordered Auxiliary flights shall file a flight plan with the FAA in accordance with reference (b). Pilots and aircrew personnel should be proficient in filing the FAA Flight Plan. It is the PIC's prerogative to assign this task to a qualified air crew if appropriate. It however does not relieve the PIC of the responsibility to assure the correctness of, and the correct procedural filing of the flight plan. The pilot in command will always be the named pilot in the FAA Flight Plan.

2. Flight plans are normally filed with the FSS with jurisdiction for the departure airport. To contact the FSS call 1-800-WX-BRIEF (1-800-992-7433). The flight plan may be given to a flight service specialist or left on the "Fast File" if the FSS is equipped with an automated telephone system. This applies to both VFR and IFR flight plans. Plans can also be filed via the Direct Users Access Terminal (DUATS) using Cirrus software available from the FAA. Flight plans may be filed up to 24 hours prior to departure.

C. WHAT HAPPENS TO THE FLIGHT PLAN?

1. Visual Flight Rules (VFR). When the aircraft departs from the initial airport and notifies the FSS, the flight plan is activated or "opened." After a VFR flight plan is activated, it is forwarded to the FSS covering the destination airport. If the aircraft arrives safely at the planned destination within the time period listed on the flight plan and notifies the cognizant FSS, the flight plan is closed. Should the aircraft not arrive within 30 minutes after the stated arrival time, the FSS will commence attempts to locate the aircraft. The FSS will telephone the destination and alternate airports to see if the aircraft arrived but the pilot failed to close the flight plan. The FSS will also attempt to contact the aircraft via radio through the ATC facilities along the listed route of flight. If this is unsuccessful, a full-fledged search will be initiated. This is why it is most important to close a flight plan at the end of a flight. The tower at a military field will normally close a VFR flight plan without being requested.

2. Instrument Flight Rules (IFR). Instrument flight plans are normally activated when the aircraft is released into the IFR system by the cognizant ATC facility (control tower, approach control, etc.). The aircraft is tracked either by radioed position reports and/or by RADAR. The Flight plan is normally closed by the

control tower at the destination airport, when the pilot cancels the IFR clearance in flight or by telephone on arrival at an unattended airport.

3. Aeronautical Information Manual (AIM). The primary source for detailed information about completing the FAA Flight Plan form is in the AIM. What is presented here is the basic information to complete the form for a typical Auxiliary operational flight.

D. FAA FLIGHT PLAN FORM 7233-1

1. Mark IFR or VFR as appropriate.

2. List the aircraft FAA registration number preceded by a "C" instead of an "N." This designates that the aircraft is a Coast Guard aircraft. An Auxiliary aircraft operating under official Coast Guard orders is a Coast Guard aircraft (e.g. C734UP). When this block is read over the telephone to the FSS it would be "Coast Guard seven three four uniform papa." The letter "C" is not read. The FSS will insert the "C."

3. List the aircraft by the manufacturer's designation (e.g. Cessna Skywagon = C-180; Piper Cherokee = P28A; Beechcraft Bonanza = BE-35). This designation is then followed by a slant bar and a letter designating the electronic navigation equipment on board the aircraft. (Table 13.1)

4. List the aircraft's computed true air speed

5. Enter the departure airport identifier code. This can be found in the VFR - SUPPLEMENT or the IFR - SUPPLEMENT published by DOD. Enter the proposed departure in Coordinated Universal Time (UTC)(Z).

6. Enter the requested enroute altitude or flight level.

7. Define the route of flight using NAVAID identifier codes and airways. Waypoints may also be identified using latitude/longitude. The beginning and/or ending NAVAID is usually the one used to support instrument approaches to the departure or destination airport. These NAVAIDS are not necessarily on the airport itself.

8. Enter the destination airport identifier code.

9. Enter the estimated time enroute in hour and minutes based on forecast weather.

10. Enter only those remarks pertinent to ATC or to the clarification of other flight plan information.

11. Specify the fuel endurance from the departure point in hours and minutes.

12. Specify an alternate airport if appropriate.

13. Enter the complete name and address and telephone number of the pilot-in-command. Enter sufficient information to identify the home base, airport, or operator. If the information is on file this can be entered:

    Example: LTJG O. Rush, on file Coast Guard Air Station New Orleans, LA, (504) 393-6033.

14. Enter the total number of persons on board including the flight crew.

15. Enter the predominate aircraft colors.

16. Record a destination telephone number to assist search and rescue should you fail to report or cancel your flight plan within 1/2 hour after your estimated time of arrival.

17. Preplanned or "canned" flight plans:

    a. If the same patrol route is used frequently, a flight plan with all of the information concerning the flight except the departure time can be pre-filed with the FSS. This flight plan is called up and activated for each patrol. Contact the cognizant FSS for the procedure to create a canned flight plan.

E. FILING MILITARY FLIGHT PLAN FORM DD-175

1. The Military Flight Plan form DD-175 is filed with base operations before departure. Before filing your DD-175 you will need a DD-175-1 Flight Weather Briefing form signed by the forecaster at the field.

2. The following is a series of excerpts from the DOD Flight Information Publication (FLIP) titled "General Planning". If more information than what is listed here is required then you should use the FLIP as your reference source. Only the information normally applicable to Auxiliary aircraft is reproduced here.

   DATE. Enter date of the flight in local time.

   AIRCRAFT CALL SIGN. Use the letter C instead of N, which designates Coast Guard, followed by the rest of your aircraft number. e.g. C1365B or C734UP.

   AIRCRAFT DESIGNATION AND TD CODES.

Aircraft designation. Enter the aircraft designation in the same manner that you would on a civilian flight plan. TD codes. These are the same as for civilian aircraft:

a. TYPE FLIGHT PLAN: Enter I for IFR or V for VFR as appropriate for that segment. Do not combine IFR and VFR route segments on the same line. Enter D for VFR flights conducted in accordance with ADIZ procedures.

b. TRUE AIR SPEED (TAS): Enter the TAS to be maintained at the initial cruising altitude.

c. POINT OF DEPARTURE: Enter the location identifier of the departure airport or the point (NAVAID of fix) where IFR will begin.

d. PROPOSED DEPARTURE TIME (Z): Enter the proposed departure time in Coordinated Universal Time (UTC); allow sufficient time for Base Operations to process the flight plan.

e. ALTITUDE: For IFR or VFR, enter the initial cruising altitude in hundreds of feet. (e. g. enter 6000 feet as 60; 7500 feet as 75; 15,000 feet as 150)

f. ROUTE OF FLIGHT: List navigational checkpoints or stop over airfields.

3. For composite flight plans do not combine IFR and VFR route segments on the same line.

4. Clearly, define the route of flight by using NAVAID identifiers, airways, named intersections and RNAV waypoints. The absence of an airway identifier between fixes/NAVAIDS indicates direct flight.

5. For VFR flight plans, the last fix entered is the point from which the final leg is begun to the destination.

6. For IFR flight plans, the last fix entered is the identifier of the nearest appropriate IAF, NAVAID, first point of intended landing, or published fix, which most clearly establishes the route of flight to the destination.

7. For a composite flight plan, the last entry in the ROUTE OF FLIGHT is the fix/facility at which the transition is made.

8. Stopover flight plans.

9. Each leg after the initial leg is entered as described in paragraph 4 through 11.

10. In parenthesis following the last entry of successive legs, enter the hours of fuel on board (e.g. 3 + 30).

11. If an alternate is required, enter the airfield identifier and the ETE to the alternate in the parenthesis with the fuel in board entry, (e.g. 3 + 30 SKF 0 + 30).

12. Enter location identifier of the final destination opposite the last line entry in the ROUTE OF FLIGHT. If there is no location identifier enter the airport name.

13. ESTIMATED TIME ENROUTE.

14. VFR Flight Plan. The time from takeoff to a point over the destination airfield, including known or pre-planned enroute delays.

15. IFR Flight Plan. The time from take off to the last fix shown in the ROUTE OF FLIGHT exclusive of planned enroute delays.

16. Composite Flight Plan. For each IFR segment, use the time planned to fly the segment exclusive of enroute delays; for each VFR segment, use the time planned to fly the segment including known delays.

17. REMARKS. Enter information essential to safe and efficient control of air traffic. Service codes and other pertinent information should be included in this section.

18. Service Codes:

    a. Prior Permission Required number (PPR) - PPR number if applicable.

    b. S- Service required.

    c. R- Aircraft will remain over night.

19. Enter in plain language all information deemed necessary to be transmitted to the destination airfield.

20. VOID TIME. Required for all stopover flight plans. Calculate the VOID TIME by taking the total time from takeoff to final destination, rounded to the next whole hour e.g. for total time 4 + 20 enter "VOID 5 + 00.

21. RANK/HONOR CODES. Enter the letter designator for the service followed by the VIP codes followed by the honor code letter, see chapter 11 paragraph C.

22. FUEL ON BOARD. Enter the total time that an aircraft can stay aloft while flying the planned profile with the fuel available at initial takeoff.

23. ALTERNATE AIRFIELD. Enter alternate airfield selected under FAA criteria. If IFR on a stopover flight plan, the alternate listed is for the first point of intended landing. Alternates required for subsequent stops will be included in the ROUTE

OF FLIGHT section of the flight plan. Use the three-letter location identifier to identify the alternate airport.

24. ETE TO ALTERNATE. Enter the time required to fly from the original destination to the alternate airport, based on flight at the last cruising altitude.

25. NOTAMS/WEATHER. Included as a preflight reminder and may be used as directed locally. A check mark indicates that you have checked the NOTAMS and the weather briefer will initial the WEATHER block after your briefing.

26. WEIGHT AND BALANCE. This block is not applicable to, Auxiliary aircraft.

27. AIRCRAFT SERIAL NUMBER/UNIT/HOME STATION.

28. Enter the aircraft registration number (less the "N").

29. Enter the aircraft unit of assignment, (e.g. Coast Guard AIR STA SAV).

30. Enter the three-letter location identifier of your home airfield, (e.g. SGJ for St. Augustine FL.).

31. SIGNATURE OF APPROVAL AUTHORITY. To be signed by the pilot in command.

32. CREW/PASSENGER LIST. Check "attached".

33. ACTUAL DEPARTURE TIME (Z). For base operations use.

34. DUTY. Enter the symbol for the duty to be performed by each person listed.

    a. CP - Co-Pilot

    b. OB - Observer

    c. PX – Passenger

35. NAME AND INITIALS. Enter as appropriate.

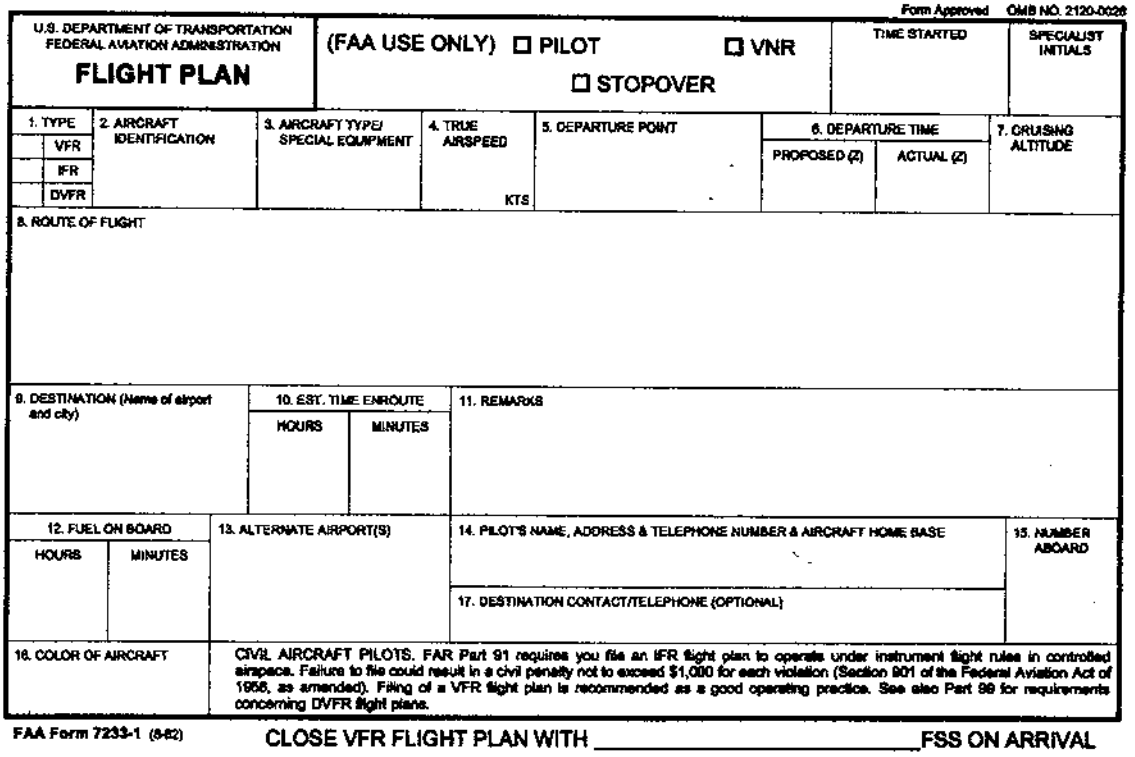
36. RANK. Enter the appropriate rank designator.

37. SSN. Enter individual social security number.

Table 13.1 Aircraft Designation

CODE	DESCRIPTION
X	No Transponder
T	Transponder with no altitude encoding capability
U	Transponder with altitude encoding capability
D	DME, but no transponder
B	DME and transponder, but no altitude encoding capability
A	DME and transponder with altitude encoding capability
M	TACAN only, no transponder
N	TACAN and transponder, no altitude encoding capability
P	TACAN and transponder with altitude encoding capability
R	RNAV and transponder with altitude encoding capability
C	RNAV and transponder, but no altitude encoding capability
W	RNAV but no transponder
G	Global Positioning System (GPS)
E	FMS (dual system), transponder and altitude encoding capability
F	FMS (single system), transponder and altitude encoding capability

Fig. 13.1 FAA Flight Plan Form



Form Approved OMB NO. 2120-0026

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

FLIGHT PLAN

(FAA USE ONLY) ☐ PILOT ☐ VNR ☐ STOPOVER

TIME STARTED | SPECIALIST INITIALS

1. TYPE	2. AIRCRAFT IDENTIFICATION	3. AIRCRAFT TYPE/ SPECIAL EQUIPMENT	4. TRUE AIRSPEED	5. DEPARTURE POINT	6. DEPARTURE TIME		7. CRUISING ALTITUDE
					PROPOSED (Z)	ACTUAL (Z)	
☐ VFR			KTS				
☐ IFR							
☐ DVFR							

8. ROUTE OF FLIGHT

9. DESTINATION (Name of airport and city)	10. EST. TIME ENROUTE		11. REMARKS
	HOURS	MINUTES	

12. FUEL ON BOARD		13. ALTERNATE AIRPORT(S)	14. PILOT'S NAME, ADDRESS & TELEPHONE NUMBER & AIRCRAFT HOME BASE	15. NUMBER ABOARD
HOURS	MINUTES			
			17. DESTINATION CONTACT/TELEPHONE (OPTIONAL)	

16. COLOR OF AIRCRAFT

CIVIL AIRCRAFT PILOTS. FAR Part 91 requires you file an IFR flight plan to operate under instrument flight rules in controlled airspace. Failure to file could result in a civil penalty not to exceed $1,000 for each violation (Section 901 of the Federal Aviation Act of 1958, as amended). Filing of a VFR flight plan is recommended as a good operating practice. See also Part 99 for requirements concerning DVFR flight plans.

FAA Form 7233-1 (8-82)

CLOSE VFR FLIGHT PLAN WITH _____ FSS ON ARRIVAL

MILITARY STOPOVER (FAA USE ONLY)

TYPE	AIRCRAFT IDENTIFICATION	AIRCRAFT TYPE/SPECIAL EQUIPMENT	REMARKS
☐ IFR ☐ VFR			

DEPARTURE POINT	DESTINATION	ETA

TAS	DEP. PT	ETD	ALTITUDE	ROUTE OF FLIGHT	DESTINATION	ETE	REMARKS
KTS							
KTS							
KTS							
KTS							

REMARKS | INITIALS

FAA Form 7233-1 (8-82)

Fig. 13.2 DOD Form 175 Military Flight Plan

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8012 and EO 9397.

PRINCIPAL PURPOSE: To aid in accurate identification of personnel participating in the filed flight.

ROUTINE USES: To provide data required to process flight plans with appropriate air traffic service authorities. A file is retained by the agency processing the flight plan.

DISCLOSURE: Voluntary; however, failure to provide the SSN could result in denial of flight plan processing.

DATE	AIRCRAFT CALL SIGN	AIRCRAFT DESG AND TD CODE

BASE OPERATIONS USE

	TYPE FLT PLAN	TRUE AIRSPEED	POINT OF DEPARTURE	PROPOSED DEPARTURE TIME (Z)	ALTITUDE	ROUTE OF FLIGHT	TO	ETE

REMARKS

RANK AND HONOR CODE

FUEL ON BD	ALTN AIRFIELD	ETE TO ALTN	NOTAMS	WEATHER	WT AND BALANCE	AIRCRAFT SERIAL NUMBER, UNIT, AND HOME STATION

SIGNATURE OF APPROVAL AUTHORITY	CREW/PASSENGER LIST				ACTUAL DEP TIME (Z)	BASE OPERATIONS USE
		ATTACHED		SEE PSGR MANIFEST		

DUTY	NAME AND INITIALS	RANK	SSN	ORGANIZATION AND LOCATION
PILOT IN COMMAND				

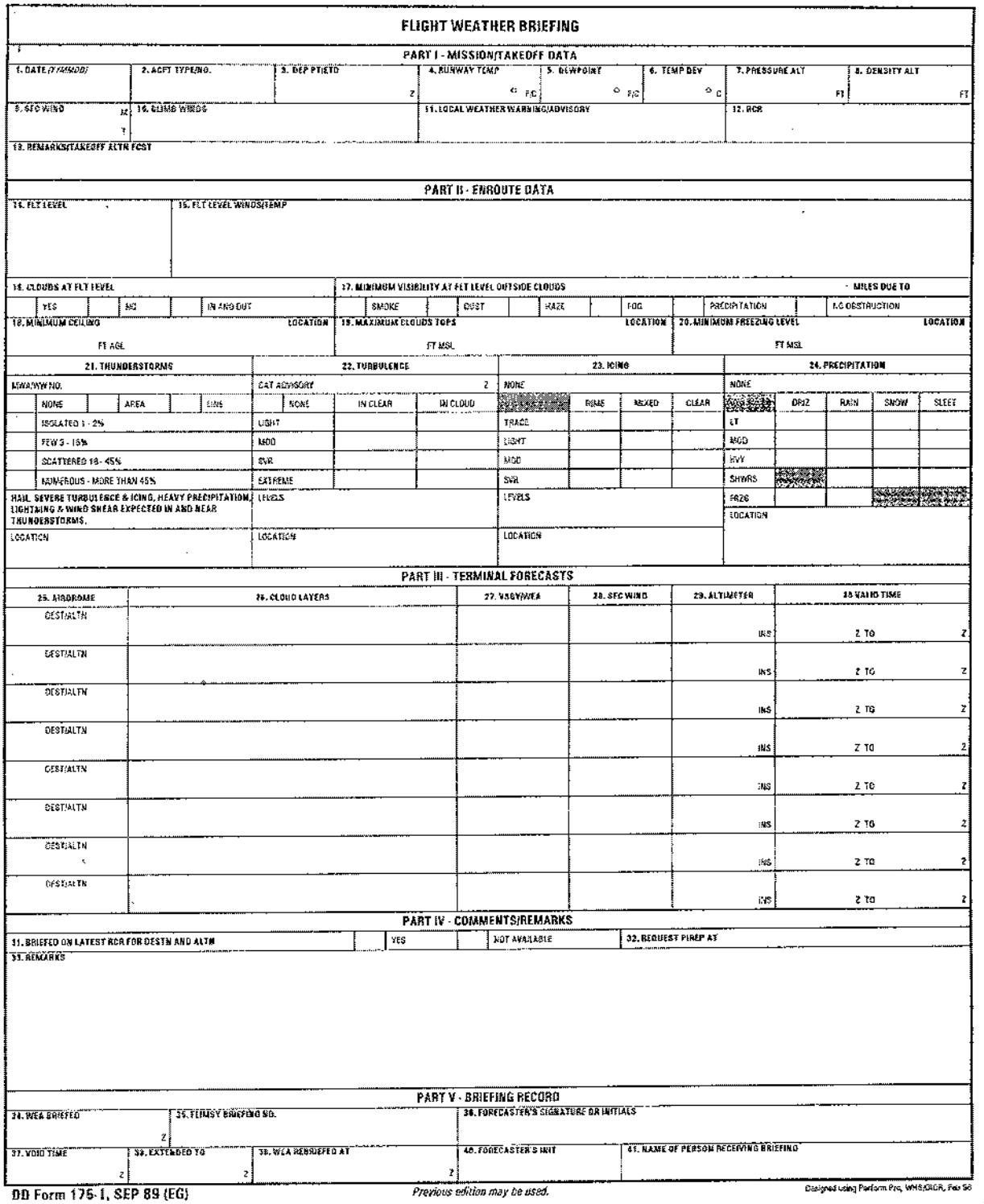
DD Form 175, MAY 86 (EG)

Previous editions are obsolete.

MILITARY FLIGHT PLAN

Designed using Perform Pro, WHS/DIOR, Feb 98

Fig. 13.3 DoD Form 175-1 Flight Weather Briefing



FLIGHT WEATHER BRIEFING

PART I - MISSION/TAKEOFF DATA

1. DATE (YYMMDD)	2. ACFT TYPE/NO.	3. DEP PT/ETD Z	4. RUNWAY TEMP °C F/C	5. DEWPOINT °C F/C	6. TEMP DEV °C	7. PRESSURE ALT FT	8. DENSITY ALT FT

9. SFC WIND KT / ° T	10. CLIMB WINDS	11. LOCAL WEATHER WARNING/ADVISORY	12. RCR

13. REMARKS/TAKEOFF ALTN FCST

PART II - ENROUTE DATA

14. FLT LEVEL	15. FLT LEVEL WINDS/TEMP

16. CLOUDS AT FLT LEVEL — YES / NO / IN AND OUT

17. MINIMUM VISIBILITY AT FLT LEVEL OUTSIDE CLOUDS — MILES DUE TO: SMOKE / DUST / HAZE / FOG / PRECIPITATION / A/C OBSTRUCTION

18. MINIMUM CEILING FT AGL LOCATION	19. MAXIMUM CLOUDS TOPS FT MSL LOCATION	20. MINIMUM FREEZING LEVEL FT MSL LOCATION

21. THUNDERSTORMS	22. TURBULENCE			23. ICING				24. PRECIPITATION				
AWA/WW NO.	CAT ADVISORY Z			NONE				NONE				
NONE / AREA / LINE	NONE	IN CLEAR	IN CLOUD		RIME	MIXED	CLEAR		DRIZ	RAIN	SNOW	SLEET
ISOLATED 1 - 2%	LIGHT			TRACE				LT				
FEW 3 - 15%	MOD			LIGHT				MOD				
SCATTERED 16 - 45%	SVR			MOD				HVY				
NUMEROUS - MORE THAN 45%	EXTREME			SVR				SHWRS				
HAIL, SEVERE TURBULENCE & ICING, HEAVY PRECIPITATION, LIGHTNING & WIND SHEAR EXPECTED IN AND NEAR THUNDERSTORMS.	LEVELS			LEVELS				FRZR				
								LOCATION				
LOCATION	LOCATION			LOCATION								

PART III - TERMINAL FORECASTS

25. AIRDROME	26. CLOUD LAYERS	27. VIS/WX/OBS	28. SFC WIND	29. ALTIMETER	30. VALID TIME
DEST/ALTN				INS	Z TO Z
DEST/ALTN				INS	Z TO Z
DEST/ALTN				INS	Z TO Z
DEST/ALTN				INS	Z TO Z
DEST/ALTN				INS	Z TO Z
DEST/ALTN				INS	Z TO Z
DEST/ALTN				INS	Z TO Z
DEST/ALTN				INS	Z TO Z

PART IV - COMMENTS/REMARKS

31. BRIEFED ON LATEST RCR FOR DESTN AND ALTN — YES / NOT AVAILABLE — 32. REQUEST PIREP AT

33. REMARKS

PART V - BRIEFING RECORD

34. WEA BRIEFED Z	35. TEMSY BRIEFING NO.	36. FORECASTER'S SIGNATURE OR INITIALS	
37. VOID TIME Z	38. EXTENDED TO Z	39. WEA REBRIEFED AT Z	40. FORECASTER'S UNIT / 41. NAME OF PERSON RECEIVING BRIEFING

DD Form 175-1, SEP 89 (EG) *Previous edition may be used.* Designed using Perform Pro, WHS/DIOR, Feb 96